

What's New in Inquiry+ Version 5.90

Inquiry+ Version 5.90 includes new features and improvements to existing features. This is a brief overview of those changes. If you have any questions, please contact our office at **937-278-2993** or **877-312-2270**, or email us at **support@jparadiso.com**.

New Help File Included

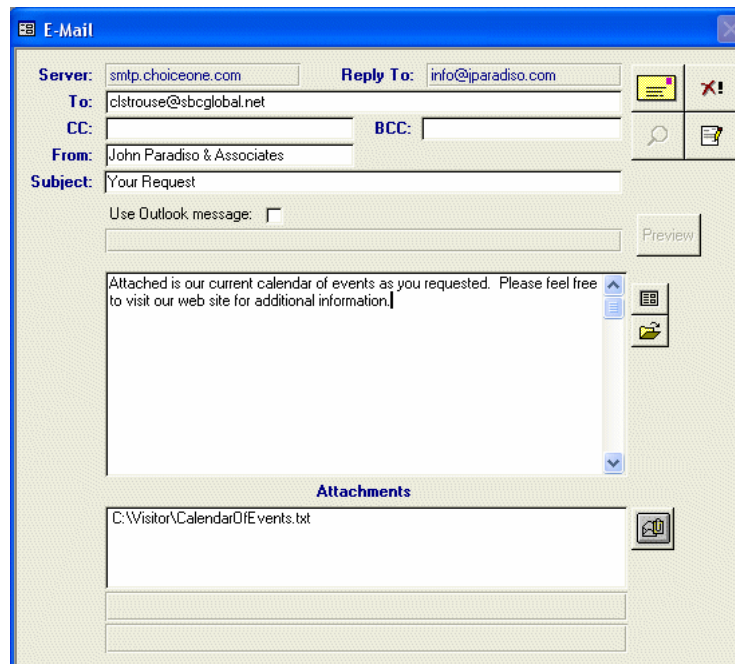
The Help File has been completed updated. Simply press **F1** on any screen to a help document about the item displayed.

Modification: Visitor Inquiry

E-Mail Messages – Outlook Format

On the Email message screen you will find a checkbox for "Use Outlook Message". This function allows you to prepare a message in Outlook to be sent through Inquiry+. You can format the email using images and styles available in Outlook. To use this, you must first have a saved copy of the message you want to send. The file must be saved in the Outlook Message Format (*.msg) format. Check the box "Use Outlook Message". A window will appear asking you to browse to and select the '.msg' file you have prepared.

Note: Once the file is attached, the only field that can be changed is the "To:" field. The other fields will be disabled. If any information was filled into these fields before the message was attached they will be disregarded.



Server: smtp.choiceone.com **Reply To:** info@jparadiso.com

To: clstrouse@sbcglobal.net

CC: **BCC:**

From: John Paradiso & Associates

Subject: Your Request

Use Outlook message:

Preview

Attached is our current calendar of events as you requested. Please feel free to visit our web site for additional information.

Attachments

C:\Visitor\CalendarOfEvents.txt

Mailing Labels - Export

The csv file that is created will now include the "Date Sent" information, in addition to the "Date Entered".

Mailing Labels – Print & Export

This process will now automatically exclude any records that are marked as "returned".

Walk In Reports

An option has been added to "filter by state" when printing the "By City" report.

Modification: Import Data

An option has been added to Import Records as First Class.

The screenshot shows the 'Import Data' dialog box with the following fields and options:

- Import File:** A text input field with a 'Browse' button.
- File Type:** A dropdown menu with a 'Go' button.
- Source:** A dropdown menu showing 'Midwest Living'.
- Mode:** A dropdown menu showing 'Formatted Labels'.
- Brochures:** A table with columns 'Brochures' and 'Qty'. The first row shows a dropdown arrow and the value '1'.
- Note::** A text input field.
- Entered Date:** A text input field showing '06/25/2009'.
- Buttons:** 'Test File', 'Import', and 'Cancel'.
- Checkboxes:**
 - Import Source ID from File?
 - Import records as done?
 - Add records to mailing list?
 - Limit to 5 Number Zip?
 - Import as First Class? (This checkbox is circled in blue in the original image.)

Modification: VisitorWeb

An option has been added to Import Records as First Class.

The screenshot shows the 'VisitorWeb Data Entry Form Options' dialog box. It contains several sections: 'Form Title' (set to 'Visitor Information Request'), 'Form Body' (with text color and background color dropdowns), 'Auto Response Message' (checked), 'Footer Message', 'Inquiry and Visit Detail Fields' (a table with columns for Field, Label, Display, and Required), 'Brochure Options' (Default Brochure, Default Mode, Formated Labels), 'Edit Lists' (Brochures, Sources, Purposes of Visit, Visit Details), and a bottom section with 'Log communications?' (Yes/No radio buttons), 'Truncate ZIP codes?' (checked), and 'Import as First Class?' (unchecked, circled in blue).

Field	Label	Display	Required
Salutation (Mr/Ms)	Mr./Ms.:	<input type="checkbox"/>	<input type="checkbox"/>
First Name	First Name:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Last Name	Last Name:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Title (CEO, etc)	Title:	<input type="checkbox"/>	<input type="checkbox"/>
Organization	Organization:	<input type="checkbox"/>	<input type="checkbox"/>

Company Logo

Would you like your logo on your VisitorWeb form? If so, please contact us at support@jparadiso.com and email the logo.

Modification: Convention Services

Services Reports

Both the "Services" report and the "To Be Serviced" report will now print the comment field.

Modification: Housing

New Menu Structure

The housing menu has now been broken down into two menus.



Housing Menu: Manage your conventions and hotels, enter new reservations and run reports from this menu. Click on Manage Reservations to go to the reservation management options.

Manage Reservations: Find/Search reservations and room occupants, enter pickup , email reservations contacts and enter confirmation numbers.

Enter Confirmation Numbers

This screen allows you to mass add confirmation numbers for existing reservations.

Enter Confirmation Numbers

Meeting: American Public Works Association
 Hotel: Renaissance Savery Hotel
 Include Closed Conventions? [View Reservation](#)

Reservations							
Res #	RoomType	Last_Name	First_Name	Organization	EEmail	Confirmation#	Resend?
24450	2 beds	Gessin	Steven	Columbia rubber Mills	steveg@columb		<input type="checkbox"/>
24474	2 beds	Heath	Brian	City of Cedar Falls	brian.heath@ce		<input type="checkbox"/>
24524	1 bed	Mongon	Diane	Washington Co. Hwy.	dmongan@wasl		<input type="checkbox"/>
24525	1 bed	Mongon	Diane	Washington Co. Hwy.	dmongan@wasl		<input type="checkbox"/>
24526	1 bed	Mongon	Diane	Washington Co. Hwy.	dmongan@wasl		<input type="checkbox"/>
24584	1 bed	Simpson	Gerald	Viking-Cives Ltd.	gsimpson@vikir		<input type="checkbox"/>
24587	1 bed	Reeves	Bill	Viking-Cives Ltd.	gsimpson@vikir		<input type="checkbox"/>
24614	1 bed	Deany	Richard	Kankakee County Hig	rdeany@co.kan		<input type="checkbox"/>
24619	2 beds	Santoro	Michael A	Town of Belmont DPW	msantoro@towr		<input type="checkbox"/>
24620	1 bed	BOYCHUK	BRIAN	CREV ISLAND SVCT	BRIAN@SINTE		<input type="checkbox"/>

What to do:

- Choose the meeting name from the drop down list.
- Choose the hotel you would like to enter confirmation numbers for.
- Click in the "Confirmation#" column and input the value.
- If you would like to mark the reservation to be sent as an update to the customer, check the box in the "Resend?" column.

HousingWeb Convention Notes

You can now set more options for a convention that is using HousingWeb.

What to do:

- Open the convention from the **Add/Edit Conventions** screen.
- Click on the Convention Notes button  to open the following screen.



Convention Note:

Cancelled rooms will be charged a \$50.00 service fee. After July 12, 2009 cancellation fee will be one night's stay. Please note that there is an 8% occupancy tax in addition to state and local taxes.

Link Text:

Check out the distinct tour packages available to all Writer's Guide Associate Members!

Link Address:

www.writersguild.org

Confirmation Message:

Your request has been submitted to the Housing Bureau. Please note that you DO NOT have a reservation until you receive a confirmation from your hotel.

Required Fields

Company Company/Organization/School, etc.

FirstName LastName

Address

City

State Zip Code Country

Phone Fax

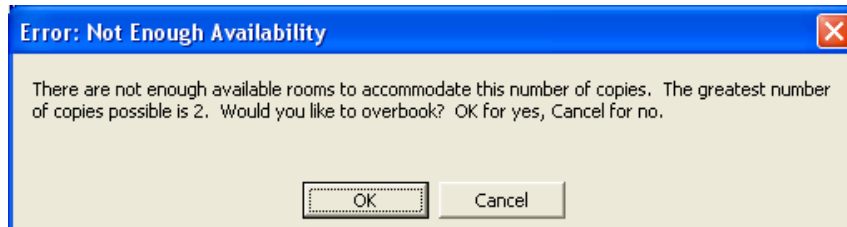
Confirmation Message: You can now customize the confirmation message that displays when a client has completed the reservation process.

Note: If left blank, a standard confirmation message will be used.

Required Fields: You can now choose which fields will be required when the client is entering their contact information.

Housing – Copy Reservations

When you choose to copy a reservation and enter the number of copies that you want to make, the system will now double check the availability. If there are not enough available rooms, this error message will confirm your intentions.



Error: Not Enough Availability

There are not enough available rooms to accommodate this number of copies. The greatest number of copies possible is 2. Would you like to overbook? OK for yes, Cancel for no.

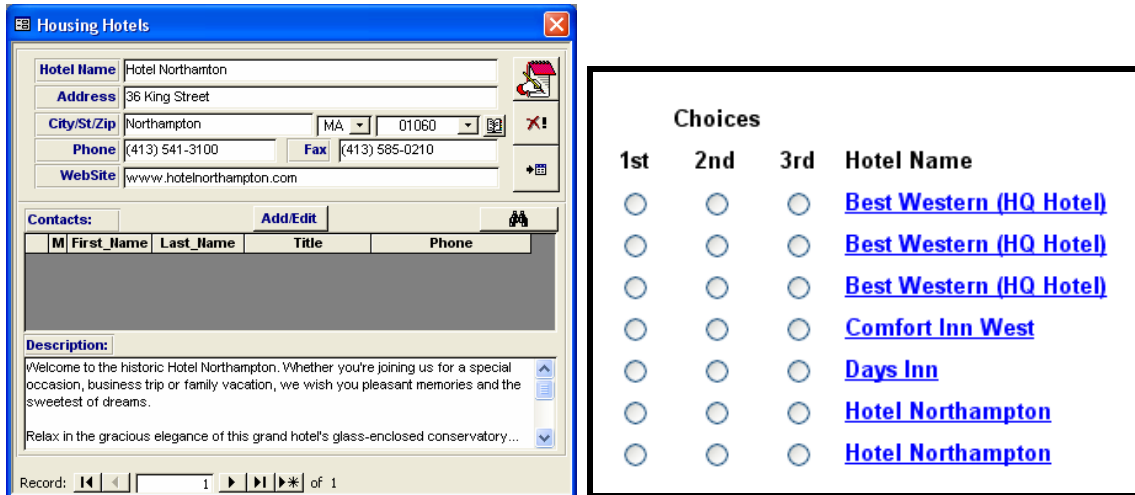
OK Cancel

Modification: HousingWeb

Link to Hotel Web Site

If you have opted to show the description of your hotels, you will also have the option to include a link to their web site. The link will display if a web address is entered on the Housing Hotels section.

This is accessed from the **Housing Menu** under **Add/Edit Hotels**.



The screenshot shows two windows. On the left is the 'Housing Hotels' form, and on the right is a 'Choices' list.

Housing Hotels Form:

- Hotel Name:** Hotel Northampton
- Address:** 36 King Street
- City/St/Zip:** Northampton MA 01060
- Phone:** (413) 541-3100
- Fax:** (413) 585-0210
- WebSite:** www.hotelnorthampton.com
- Contacts:** Table with columns: M, First_Name, Last_Name, Title, Phone.
- Description:**

Welcome to the historic Hotel Northampton. Whether you're joining us for a special occasion, business trip or family vacation, we wish you pleasant memories and the sweetest of dreams.

Relax in the gracious elegance of this grand hotel's glass-enclosed conservatory...

Record: 1 of 1

Choices List:

1st	2nd	3rd	Hotel Name
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Best Western (HQ Hotel)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Best Western (HQ Hotel)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Best Western (HQ Hotel)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Comfort Inn West
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Days Inn
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Hotel Northampton
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Hotel Northampton

When the hotel name is clicked on, a separate smaller window will open and the Description field will be displayed. If a Web Site address was entered in the hotel information screen, the link will also be shown. Click on the link to display to the hotel web site.

